

PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 27 OF 2023

**Vacancies for Post of Minister Counsellor/Deputy High Commissioner
Ministry of Foreign Affairs, Regional Integration and International Trade**

Applications are invited from qualified officers of the Ministry of Foreign Affairs, Regional Integration and International Trade who wish to be considered for appointment as Minister Counsellor/Deputy High Commissioner in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of First Secretary who reckon at least five years' service in a substantive capacity in the grade and who-

- (i) have sound administrative and managerial abilities;
- (ii) have a wide knowledge of international affairs; and
- (iii) are skilful negotiators and communicators with demonstrated qualities of maturity and integrity.

III. ROLE AND RESPONSIBILITIES

To advise and assist in the protection and promotion of national interests through bilateral, regional and multilateral relationship and through a properly organised diplomatic network.

IV. DUTIES AND SALARY

A. When posted to a Mission

1. To be responsible to the Head of Mission for the following -
 - (a) the overall supervision, management and control of the Mission;
 - (b) acting as principal collaborator and principal adviser on political matters and such other matters as the Head of Mission may direct;
 - (c) co-ordinating the work of First Secretaries and Second Secretaries and other staff of the Mission and also of Consuls and Trade Representatives posted in other towns of the receiving State;
 - (d) the proper accounting of the budgetary provisions authorised for the Mission; and
 - (e) keeping the Head of Mission au courant of the political and economic situation in the receiving State and submitting regular reports thereon to the Secretary for Foreign Affairs.

2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Minister Counsellors/ Deputy High Commissioners in the roles ascribed to them.

NOTE

Where the Head of Mission is a Career Officer, the Minister Counsellor/Deputy High Commissioner will work under his supervision.

B. When posted to the Headquarters

1. To be responsible for the overall supervision and organisation of a Division.
2. To give general assistance and support to the Secretary for Foreign Affairs and to ensure that his instructions are properly carried out.
3. To use ICT in the performance of his duties.
4. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Minister Counsellors/Deputy High Commissioners in the roles ascribed to them.

NOTE

Where there is a Career Ambassador in charge of the Division, the Minister Counsellor/Deputy High Commissioner will work under his supervision.

The permanent and pensionable post carries a flat salary of Rs 119,500 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address: <https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade.

4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 15 May 2023.** Applications received after the specified closing date and time will **not** be considered.

Date: 25 April 2023

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.